

# BAY STREET THEATER

## **Bay Street Theater DEVELOPMENT ASSOCIATE Job Description (February 2020)**

*Bay Street Theater & the Sag Harbor Center for the Arts is a year-round, not-for-profit professional theater and community cultural center which endeavors to innovate, educate, and entertain a diverse community through the practice of the performing arts. We serve as a social and cultural gathering place, an educational resource, and a home for a community of artists.*

Summary Statement: The Development Associate (DA) serves as a key member of the Development team. Supervised by and working directly with the Director of Development, this position requires strong computer skills including experience with fundraising databases (PatronManager or Salesforce preferred, Wealth Engine a plus) and a proficiency in Microsoft Office Suite including Excel and Powerpoint. The DA must possess solid interpersonal and communication skills, as well as demonstrated excellence in writing, editing, and research. Additionally, candidates must be highly organized with attention to detail, and able to work effectively in a fast paced team environment. A sense of humor is a must. The post requires evening and weekend work during the Mainstage season and in conjunction with periodic fundraising events. Qualified candidates will have three to five years of relevant experience in fundraising in a related field. Performing Arts experience a plus.

## **I. RESPONSIBILITIES**

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### **Overview**

Bay Street Theater & Sag Harbor Center for the Arts (BST) is a year-round, not-for-profit 299 seat LORT C professional theater and community cultural center located in Sag Harbor on the East End of Long Island. The DA plays an important role in assisting with the cultivation, care, and relationship building of all funders, donors, granting organizations, and VIPs.

The Development Associate's general responsibilities include:

- PatronManager Database Management
- Individual Giving
- Institutional Giving and Grant Writing
- Special Events

### **PATRONMANAGER DATABASE MANAGEMENT**

- All aspects of gift processing, data entry, and maintenance of PatronManager CRM including adding and updating new donor information, pledges, gifts and payments, and qualifying all contacts.
- Run all reports needed for membership renewals, appeals, special events, financials, grants, etc.

### **INDIVIDUAL GIVING**

- Draft solicitation, renewal, and appeal letters
- Write and proof all gift acknowledgements and tax receipts
- Manage house seat requests for all Board, Patrons, and VIPs
- Lead calling campaign for all opening nights
- Coordinate invitations to dress rehearsals and other events connected with the Mainstage season
- Ensure proper crediting of donors/funders in Playbills and all collateral

### **INSTITUTIONAL GIVING**

- Research potential corporate, government, and foundation funders
- Write and edit grant proposals in collaboration with the Director of Development
- Maintain grant calendar including proposal and report deadlines
- Ensure the proper collection of statistical data needed for reporting purposes
- Assistance in the application for funding to all government entities

### **SPECIAL EVENTS**

- Assist with the planning and implementation of special events throughout the year including but not limited to opening nights, member and cultivation events, Spring Benefit, Gala
- Oversee the administration of the auction process for summer gala, including assisting with item acquisition, formatting of auction website, and pre- and post-event acknowledgement and fulfillment

## **II. OTHER**

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The Development Associate performs other support functions and duties as needed. Bay Street Theater is a growing organization with a small staff. Employees are often called upon to perform other duties essential to accomplish organizational goals and meet important deadlines.